



## Indoor Air Quality Section

### Green & Healthy Schools Assessment

Most people know that outdoor air pollution can damage their health, but many do not know that indoor air pollution can also have harmful effects. Good indoor air reduces triggers for allergies and asthma, helping to maintain concentration and contributing to a favorable learning environment. This section will help your team identify practices that impact indoor air quality and start you thinking about how you can modify these practices to improve it.

**School Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Conducted By:** \_\_\_\_\_

Most of the Green & Healthy School assessment sections are designed so students can do the majority of the investigations with some help from teachers and staff. Due to the technical nature of maintaining heating, ventilation, and air conditioning systems (HVAC) and the location of building components, **school building engineers or maintenance staff may have to do the bulk of this section.**

#### A. General Indoor Air Quality Information

1. Does your school have an indoor air quality plan?  
☐ Yes ☐ No
2. Does your school have a medical emergency plan that includes asthma/allergies?  
☐ Yes ☐ No
3. Does your school/district have a policy addressing student self-medication?  
☐ Yes ☐ No
4. Are students with asthma allowed to carry and use their rescue inhalers?  
☐ Yes ☐ No
5. Does the school provide staff development for dealing with asthma/allergies?  
☐ Yes ☐ No
6. Are your school vehicles, buildings and grounds "Smoke Free"?  
☐ Yes ☐ No
7. Does your school have a regular cleaning schedule and is it followed?  
☐ Yes ☐ No
8. Is indoor air quality or information on asthma/allergies included in the curriculum?  
☐ Yes ☐ No  
If so at what grades and in what subjects is it included?

9. Have regularly occupied (45 minutes/day or more) spaces at or below ground level have been tested for radon?

☐ Yes ☐ No

If a radon problem existed, have appropriate corrective measures been taken?

☐ Yes ☐ No

10. Have areas containing asbestos been identified and has asbestos been properly removed or contained? ☐ Yes ☐ No

### **B. Indoor Air Quality Checklists**

The following “walk-through” checklists are adapted from *EPA’s Indoor Air Quality Tools for Schools*. They will give you a quick overview of conditions that affect the quality of air within your school. Use your senses of sight, smell, touch and hearing while doing your walk-through. You may want to refer to the *Indoor Air Quality Tools for Schools Kit* for some helpful hints

**Indoor Inspection of Classrooms, Hallways, Offices, Staff Lounge, Auditorium, and Gym**  
***Indoor Air Quality Checklist***

Make a copy and complete this checklist for each of the following rooms/areas: classrooms, offices, hallways, staff lounge, auditorium, and gym.

Room Number/Name: \_\_\_\_\_ Date : \_\_\_\_\_

	Yes	No	Observation
a. Is the temperature within acceptable ranges for the season? (68°-78°)?			
b. Is the relative humidity within acceptable ranges (33%-55%)?			
c. Is the air exchange adequate?			
d. Are air supply and exhaust vents clear?			
e. Is area generally free from odors?			
f. Are there signs of ongoing water damage?			
g. Are there signs of mold or mildew?			
h. Is the area clean and relatively dust free?			
i. Is the area free of pests or any signs of them?			
j. Is there any sign of food or food waste lying around?			
k. Are trash cans emptied daily?			
l. Are chemicals and art supplies stored and handled in such a way to reduce fumes?*			
m. If there are animals in classroom:			
- Are cages cleaned regularly and waste disposed of regularly?			
- Is animal food stored in tightly sealed containers?			
n. Are teachers and staff aware of students' asthma/allergies?			
o. Do occupants report health concerns?			
p. Is the paint peeling or flaking?**			
q. Do you have any other observations?			

\* under fume hood or tightly capped during storage

\*\*If your school was built before 1978, you may have a lead paint issue.

**Indoor Inspection of Bathrooms, Locker Rooms, Plumbing/Utility Room, Janitorial  
Supply Closets, Kitchen, and Furnace Room**  
*Indoor Air Quality Checklist*

Make a copy and complete this checklist for each of the following rooms/areas: bathrooms, locker rooms, plumbing or utility room, and janitorial supply closets, kitchen, and furnace room.

Only Part 1 of the checklist has to be completed for the bathrooms, locker rooms, and plumbing/utility room. Both Parts 1 and 2 of the checklist should be completed for kitchen and furnace room.

Room Number/Name: \_\_\_\_\_ Date : \_\_\_\_\_

<b>Part 1</b>	Yes	No	Observation
a. Do rooms have operating exhaust fans?			
If yes, are the fans clean?			
b. Do all the drains have traps?			
c. Are all drain traps filled with water?			
d. Are any of the water faucets or pipes leaking*?			
e. Are there any signs of ongoing water damage?			
f. Is there any sign of mold or mildew?			
g. Are odorous or "hazardous" house cleaning chemicals used with adequate ventilation and/or only when school is unoccupied?			
h. Is the paint flaking or peeling?			
<b>Part 2</b>			
h. Are combustion gas or fuel odors present?			
i. Do appliances have flues (furnaces, boilers, water heaters, etc.) or exhaust hoods (kitchen ranges, dishwashers, etc.)?			
j. Are all flue components free from leaks, disconnections, and deterioration?			
k. Is soot or grease noticeable on outside of flue or vent?			
l. Are exhaust fans being used when appliances are in operation?			
m. Are exhaust vents and filters clean?			

\* See water section of the Green Schools Audit for information.

**Outdoor Inspection**  
**Indoor Air Quality Checklist**

Inspect outdoor areas of school grounds and complete checklist.

Date : \_\_\_\_\_

<b>Air Intakes</b>	Yes	No	Observation
a. Are ventilation units on?			
If yes, is air flowing into the outdoor air intake?			
b. Are outdoor air intakes free from blockage or obstruction?			
c. Are bird or animal droppings near air intakes?			
d. Are sources of vehicle exhaust accumulation (parking, loading docks, bus loading, etc.) located near or upwind of air intakes?			
e. Does painting, roofing, or maintenance of exterior of building take place in vicinity of air intakes when school is occupied?			
f. Are plumbing stacks at least 10 feet away from air intakes?			
g. Are any exhaust vents located within 10 feet of outdoor air intakes?			
<b>Ground Level</b>			
i. Are vehicles adjacent to the building allowed to idle for longer than 3 minutes?			
j. Are garbage dumpsters located near air intakes or windows and doors that are frequently open?			
k. Are other potential sources of air contamination (chimneys, stacks, industry) located near the building?			
l. Do roof gutters and down spouts direct water away from the building?			
m. Does the area around the building have good site drainage?			
n. Do sprinklers over spray the building and air intakes or allow water to pool near building?			
o. Do all entrances have clean "walk-off" mats to collect shoe dust and dirt?			
p. Is paint outside peeling or flaking?			
<b>Roof</b>			
q. Is the roof in good repair?			
r. Is there evidence of water pooling on the roof?			
s. Are exhaust fans operating and air flowing out?			
t. Is there any evidence of bird or animal nests or droppings?			
u. Do you have any other observations?			